

POSITION DESCRIPTION

POSITION TITLE:	SCHOOL CROSSING SUPERVISOR
STATUS:	CASUAL
CLASSIFICATION:	BAND 1
BUSINESS UNIT:	REGULATORY SERVICES
DATE REVIEWED:	SEP 2021

ORGANISATIONAL CONTEXT

Our vision is that the Cardinia Shire will be developed in a planned manner to enable present and future generations to live healthy and productive lives and to enjoy the richness of the diverse and distinctive characteristics of the shire.

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our organisational culture, values and demonstrates key leadership capabilities. We define our culture as working together, working differently and working for the future. The values of teamwork, respect, accountability, communication and customer focus underpin our work and our behaviours to ensure we deliver on the Council's vision while maintaining a healthy, engaging and inclusive workplace. The Leadership Capability Framework describes what we do as leaders and the Values form the basis of how we behave in the workplace and conduct the business of planning.

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from newborn babies, to young people, families and our senior citizen.

Cardinia Shire Council values Inclusion and Gender Equality and does not condone any negative behaviours as outlined in our Workplace Behaviours policy. This includes, and is not limited to, discrimination, bullying, family violence, victimisation and breaches of our other workplace policy.

ORGANISATIONAL RELATIONSHIP:

Reports to:	School Crossing Support Officer
Internal Liaisons:	As required with all other staff and Councillors
External Liaisons:	Members of the public

POSITION OBJECTIVES:

To be responsible for the safe passage of persons using School Crossings.

DUTIES & RESPONSIBILITIES:

Key responsibilities include, but are not limited to:

The Supervisor is to:

- Operate the crossing in accordance with the "Instructions for Children's Crossing Supervisors" as prepared by the Victoria Police and Vic Roads.
- Oversee the safe passage of school children using the crossing.

- Be punctual when starting and finishing work.
- Be dressed in full uniform provided by Council when on duty.
- Be alert and stand near the crossing at all times when on duty.
- Be responsible for the placing of School Crossing flags and stop signs used on the crossing.
- Be tactful when supervising children.
- Operate traffic control signals to regulate pedestrian flow as required.
- Take down all registration details, date and time of vehicles illegally parking within eighteen metres of the crossing and vehicles driving through the crossing (contrary to the Road Safety Traffic Regulations) and advising the Coordinator Compliance Services in writing of the offences, and be a witness in court if the person is prosecuted.
- Advise the Compliance Services Unit within sufficient time to allow arrangements for replacement staff if unable to attend the crossing as arranged.
- To assist and establish a good rapport with the public.

RISK MANAGEMENT:

- Contribute to making Cardinia Shire as risk free as possible for all employees, residents and visitors
- Take all reasonable action to protect Council assets from damage and or loss
- Comply with Council's Risk Management Policy and Framework

POLICY AND PROCEDURE COMPLIANCE:

- Adhere to and promote OH&S/Risk Management policies, procedures and practices.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the safe passage of persons using the crossing.
- Take reasonable care for your own health and safety and that of others affected by your action.

The work performed falls within specific guidelines including the exercise of discretion in the application of established practices and procedures.

- a) Judgement and decision making
The work is routine and clearly defined.
- b) Interpersonal Skills
The position requires basic oral communication skills.
- c) Specialist skills and knowledge
The position requires knowledge of the laws as they relate to Children's Crossings.
- d) Training sessions
At various times during the year Council will hold information or training sessions. Children's Crossing Supervisors are required to attend these sessions.

UNIFORM AND EQUIPMENT:

Summer /Fine Weather Uniform - must worn at all times by both males and females

- Vest, over clothing. Vest must be in accordance with Council Guidelines and must be fluorescent yellow with an orange sash. The sash must be reflective.
- White or orange broad brimmed hat with orange supervisor sash or the word supervisor embroidered thereon.
- Appropriate sturdy footwear. Any hooded headdress is to be white in colour and worn underneath the hat

Winter/Wet Weather Uniform - for males and females, to be worn in inclement weather

- Waterproof jacket with in built orange sash. Waterproof pants (optional).

- White/orange broad brimmed hat with orange supervisor sash or the word supervisor embroidered thereon.
- Appropriate sturdy footwear. Any hooded headdress is to be white in colour and worn underneath the hat

EQUIPMENT REQUIREMENTS

- Stop sign as approved by Vic Roads.
- Minimum of Two Flags as approved by Vic Roads.

HOURS OF DUTY:

- 7½ hours per week during school terms.
- 45 minutes in the morning and 45 minutes in the afternoon, usually commencing at 8 am and 3 pm but depending on individual school requirements, this may be varied at the discretion of the Manager Compliance Services.

JUDGEMENT AND DECISION MAKING:

- Ensuring the attendance at the crossing and provision of safe custody to persons using the crossing.
- The manner in which he/she communicates with persons using the crossing.
- The manner in which he/she advises the Manager Compliance Services of vehicles infringing and gives accurate evidence in Court when required.

SPECIALIST SKILLS, KNOWLEDGE AND EXPERIENCE:

- Ability to work in all weather conditions ie wet/hot/windy/cold etc.
- Ability to supervise and a responsible attitude towards children.
- Capacity to work with limited supervision.
- Ability to maintain vigilance at all times.

SELECTION CRITERIA:

- Demonstrates understanding of school crossing requirements.
- Ability to speak and understand the English language is essential.
- Ability to write down details of offending vehicles
- A satisfactory result from a medical examination and police record check and working with children check.
- Ability to supervise children
- Capacity to work with limited supervision
- Ability to maintain vigilance at all times
- Knowledge of the road laws as they relate to Children's Crossings
- Ability to work at the required times

CONDITIONS OF EMPLOYMENT:

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2021 and Cardinia's policies and procedures.

Tenure

This is a casual position

Pre-employment checks

All appointments are subject to a National Police Record Check, Working With Children Check, pre-employment medical check, and a six-month probationary period (new employees only). In line with recent Victorian Government announcements, this role requires the incumbent to have and maintain the necessary mandatory COVID-19 vaccinations (health care industry)